



## **Applying for a D-U-N-S Number Individual Instructions**

- Go to [www.dnb.com](http://www.dnb.com)
- Click on the tab called "D&B D-U-N-S Number" on the top menu
- Type your individual name in the "business name" box
- Fill out the "city" and "state" boxes
- Click the yellow "search" button

**If your name appears in the right dialogue box, you have been issued a DUNS Number in the past. If you need to find out your number, follow the instructions below, otherwise, skip to the next section.**

1. Click on the "checkbox" followed by the yellow "next" button
2. Fill out the required information to confirm your identity
3. Click on yellow "next" button.
4. Once D&B has verified the information, it will ask you to answer some security questions.
5. Click on the yellow "next" button
6. Choose a username and password
7. Choose the security questions for your account.
8. Click on yellow "next" button. You will receive an email from D&B with your password
9. Click on yellow "continue" button.
10. Your D-U-N-S number will appear in the first box, followed by your name and address

**D&B issue D-U-N-S numbers within 30 business days at no charge. If you need to apply for a new D-U-N-S number:**

1. Scroll to the bottom of the page and click on the yellow arrow button that says "Get a D-U-N-S number"
2. Fill out the personal information requested (required information has a red \* next to it)
  - a. "Title at this Business" use "president"
  - b. Use a personal email and home phone number if you don't have a separate "business" email and/or phone
3. Click on the yellow "next" button
4. Fill out Company Information
  - a. Use your individual name as the "Name of the Business"
  - b. Enter your home address in the area for the "Physical Company Address"
  - c. If you have P.O. Box where you would prefer to receive mail, fill out the information under "Mailing Address"
5. Fill out the Ownership Information
  - a. Fill in the "Legal Structure" as "Proprietorship"

- b. Fill out the "Year Business Started." The start date helps better understand when you commenced active work as an artist.
6. Click on the yellow "next" button
7. Fill out the required Management information
  - a. Under "Executive Principle" use your individual information
    - i. Use "president" for title
  - b. Fill out information under "Add New Antecedents.
  - c. Fill in your name and date of birth
  - d. Your work experience is not required, but is helpful in highlighting your education and training
8. Click on the yellow "next" button
9. Click on yellow "Add SIC" button.
  - a. In the dialogue box, type in "89990100" the SIC number for artists and artists' studios. If this is not a correct description, then type in some key words under description.
  - b. Click on yellow "search" button
  - c. When the code appears, click on the blue underlined number
10. The only required field on the Operations page is the "Total number of employees." Put a "1" in the box.
11. Click yellow "next" button
12. Review the information and edit as necessary
13. Click on yellow "next" button
14. Choose "Standard D-U-N-S Registration" This is the **FREE** registration for the DUNS number
15. Review information one more time before clicking on yellow "SUBMIT" button
16. D&B will email you a number within 30 business days. On your submission application, please note that a number has been requested. When you receive the number, please contact Jen Parsons-Soran at [jparsons@utah.gov](mailto:jparsons@utah.gov) or 801.236.7542 to update your record.